

BMAF Athletes Registration System – Website User Guide

Click on the line in the table of contents corresponding to the step which you wish to perform, in order to jump directly to that section, if you are already familiar with the earlier steps.

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STEP 1: REGISTRATION

1. Go to the website www.areg247.co.uk for the BMAF athletes registration system (AREG)

If not already registered, register a new account which gives you a new username and password for your chosen email address, using the tab **Create Account**

You must not do this if you already have an account or had one in the past. Duplicates accounts/email accounts are not permitted. User accounts set up by the area club membership secretary will be given a default username and password to start with. You must then change the password to one of your own choice. You can request a change in username.

2. Enter required information. NB. All fields are mandatory

- **Name** – Christian name followed by surname
- **Username** – Whatever you want, but lower case and NO gaps.
- **E-mail** – this must be a personal one [even if on a computer at work] and different to another athlete's one, if you share a computer with another athlete registered on the BMAF On-Line Entry system. You can get your own e-mail address for use on a shared computer, try Hotmail.
- **Password** – again whatever you want but NO spaces between the letters.

You need to remember these FOUR, so write them down and keep them safe. You would be surprised how many people try and login using the wrong details, and then wonder why nothing happens.

The screenshot shows a web browser window with the URL https://secure10.yourwebserver.com/areg247-co-uk/index.php?option=com_user&view=register&Itemid=2. The page title is "Athletes Registration System". At the top, there are navigation tabs: "Home", "Create Account", "Login/Logout", and "Change Password". The "Create Account" tab is active. On the left, there is a "Member Menu" with links: "Member Details", "Competition Entry", "Current Entries", and "Membership". Below this is a section titled "Using the System" with sub-sections "New Members/Guest competitors" and "Existing Members". The "New Members/Guest competitors" section contains instructions on how to register a new account. The "Existing Members" section contains instructions on how to login. The "Registration" form is on the right, with fields for "Name", "Username", "E-mail", "Password", and "Verify Password". The "Name" field contains "John Smith", the "Username" field contains "lightening4", and the "E-mail" field contains "john@smith.plus.com". The "Password" and "Verify Password" fields are masked with asterisks. A "Register" button is at the bottom of the form. At the bottom of the page, there is a "User Support" section with contact information for Peter Kennedy.

Once you have done the above, now click on the Register button once.

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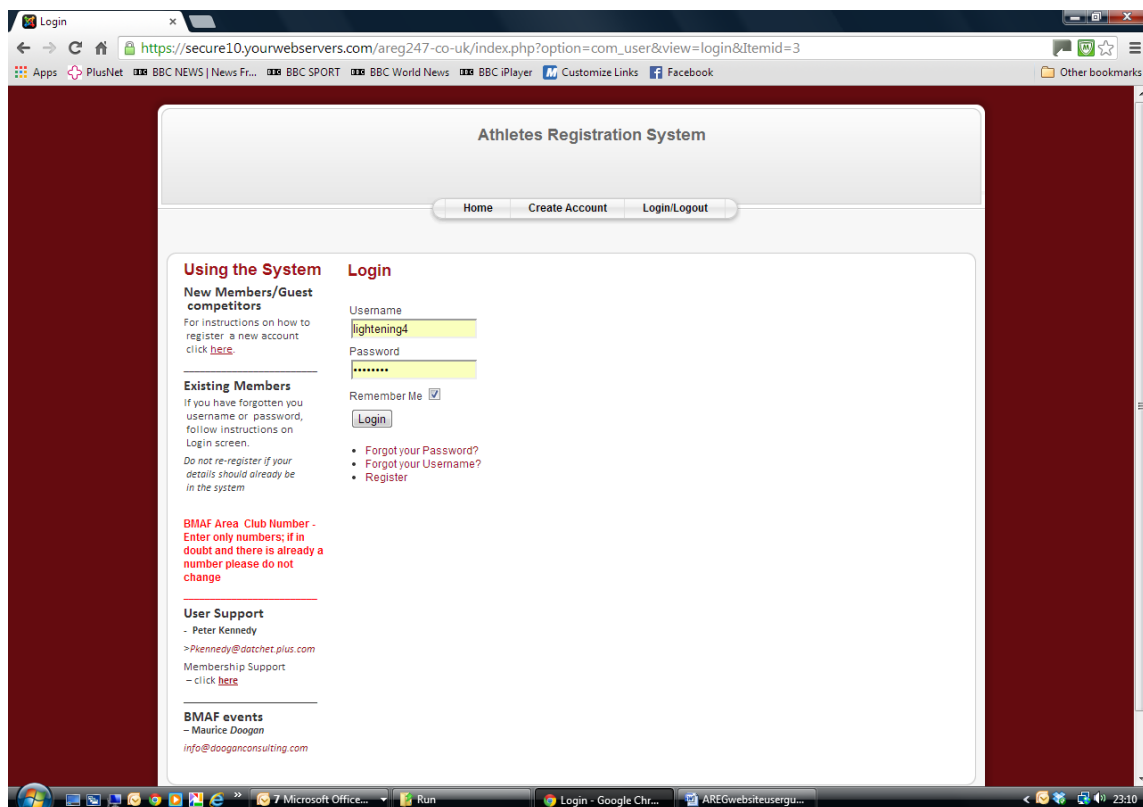
3. You then have to WAIT for an e-mail to come back to that specific computer, NOT the other computer in your Office or Home, even this system is not that clever.

When that e-mail arrives, you have to **ACTIVATE** the account, by clicking on the link highlighted in that e-mail. You then log-in to www.aret247.co.uk and enter your Username and Password.

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STEP 2: LOG IN, WHEN ALREADY REGISTERED

1. Go to the website www.aretg247.co.uk for the BMAF athletes registration system (AREG)
2. Click on the **Login/Logout** tab. Enter username and password and then click **“Login”**



If you have forgotten the password or the default one doesn't work, you can request a new one, using the **“Forgot your Password?”** option. You will receive an email giving you the steps to follow to create a new one of your choice.

If you have forgotten your username, use the option **“Forgot your Username?”** to request an email telling you what it is, as long as you remember your email address.

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3. If you wish to change your password then go to the “**Change Password**” tab.

The screenshot shows a web browser window displaying the 'Athletes Registration System' interface. The page title is 'Athletes Registration System'. At the top, there is a navigation bar with tabs: 'Home', 'Create Account', 'Login/Logout', and 'Change Password'. The 'Change Password' tab is selected. On the left side, there is a 'Member Menu' with links: 'Member Details', 'Competition Entry', 'Current Entries', and 'Membership'. Below this is a section titled 'Using the System' with sub-sections: 'New Members/Guest competitors' and 'Existing Members'. The main content area is titled 'Edit Your Details' and contains a form with the following fields: 'Username (spaces are not allowed):' with the value 'lightening4'; 'Your Name:' with the value 'John Smith'; 'E-mail:' with the value 'john.smith@hotmail.co.uk'; 'Password:' (empty); 'Verify Password:' (empty); 'Back-end Language:' with a dropdown menu showing '- Select Language -'; 'Front-end Language:' with a dropdown menu showing 'English (United Kingdom)'; 'User Editor:' with a dropdown menu showing '- Select Editor -'; 'Help Site:' with a dropdown menu showing 'Local'; and 'Time Zone:' with a dropdown menu showing '(UTC 00:00) Western Europe Time, London, Lisbon, Casablanca, Reykjavik'. A 'Save' button is located at the bottom of the form. The browser's address bar shows the URL: 'https://secure10.yourwebservers.com/areg247-co-uk/index.php?option=com_user&view=user&layout=form&Itemid=10'. The taskbar at the bottom shows several open applications, including 'Microsoft Office...', 'Run', 'Edit Your Details - G...', and 'AREGwebsiteusergu...'.

Enter the new **Password** twice and click on the button “**Save**”.

You can also use this screen to change the Email Address for your account (without defining a new password) but you must also update the email address in the “**Member Details**” tab as well. It must be done in both places for the change to be effective.

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STEP 3: COMPLETING YOUR PERSONAL DETAILS FOR THE FIRST TIME OR MAKING SUBSEQUENT CHANGES

1. Click on “**Member Details**” button.

The screenshot shows a web browser window with the URL https://secure10.yourwebserver.com/areg247-co-uk/index.php?option=com_athletics&view=member&Itemid=5. The page title is "Athletes Registration System". The navigation bar includes links for Home, Create Account, Login/Logout, and Change Password. The main content area is titled "Member Details" and contains a form for updating member information. On the left, there is a "Member Menu" with links to Member Details, Competition Entry, Current Entries, and Membership. Below this, there are sections for "Using the System", "New Members/Guest competitors", "Existing Members", and "User Support". The form itself includes fields for BMAF Club (VAC), Title (Mr), First Name (John), Last Name (Smith), Initials (J), Date of Birth (Day: 01, Month: 12, Year: 1953), Gender (Male), and Interests (Track - Sprints, Track - Middle Distance, Road Running, Field - Throws, Field - Jumps, Cross Country, Walks, Coaching, Officiating, Track - Hurdles). Address fields are also present, with Address 1 being "123 Red Square", Address 2 being "Overton", and Address 3 being "Salford".

Athletes Registration System

Home Create Account Login/Logout Change Password

Member Menu

- Member Details
- Competition Entry
- Current Entries
- Membership

Using the System

New Members/Guest competitors

For instructions on how to register a new account click [here](#).

Existing Members

If you have forgotten your username or password, follow instructions on Login screen.

Do not re-register if your details should already be in the system

BMAF Area Club Number -
Enter only numbers; if in doubt and there is already a number please do not change

User Support

- Peter Kennedy
> Pkennedy@dotchets.plus.com

Member Details

BMAF Club: VAC

Title: Mr

First Name: John

Last Name: Smith

Initials: J

Day (dd): 01

Month (mm): 12

Year (yyyy): 1953

Gender: ☒ Male ☐ Female

Interests: ☒ Track - Sprints ☐ Track - Middle Distance ☐ Road Running ☐ Field - Throws ☐ Field - Jumps ☐ Cross Country ☐ Walks ☐ Coaching ☐ Officiating ☐ Track - Hurdles

Address 1: 123 Red Square

Address 2: Overton

Address 3: Salford

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The screenshot shows a web browser window with the URL https://secure10.yourwebservers.com/areg247-co-uk/index.php?option=com_athletics&view=member&Itemid=5. The page is titled "Member Details" and contains a form for entering member information. The form is divided into several sections: "Login screen" with a warning not to re-register, "Interests" with a list of checkboxes for various sports, "User Support" with contact information for Peter Kennedy, "BMAF events" with contact information for Maurice Doogan, and a main form area with fields for Address 1 through Address 4, UK Post Code, Country (a pull-down menu), Passport Held, Telephone, Mobile 1, Email Address, Salutation, BMAF Area Club Number, First Claim Club, Second Claim Club, UKA Number, Affiliated Member? (a checkbox), and Scan passport and email to BMAF (a checkbox). A "Submit Details" button is at the bottom of the form. The browser's taskbar at the bottom shows several open applications including Microsoft Office and the registration website.

[Please ensure you have your Area Club Membership Number and your National (England Athletics etc.) Registration Number to hand.]

BMAF Club – This is your Masters Area Club from the pull down menu. Enter OPEN if you are an unaffiliated British athlete or Overseas athlete.

Title – select from pull down menu.

Initials |
First Name (Christian) | Use upper case for your initials and the first letter of your names.
Last Name (Surname) |

Date of Birth – Note requirement of two digits for day and month and pull down menu for year.

Gender – Click the appropriate button

Interests – Enter as many as you wish: used by area clubs for activities specific to one interest group

Address – Include country and overseas postal code (if not resident in the UK)

Post Code – UK postal code code is mandatory (if living in the UK)

Member Country – from pull down menu United Kingdom or Country that is your Nationality/ or have Passport of.

Telephone | Enter either a telephone or mobile number.

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Mobile | Leave a space between each section of the number.

E-mail address – the same one as you used in your Registration Details.

Salutation – specifies how you want to be addressed in any correspondence (i.e. Fred or Mr Jones or Bozo).

BMAF Area Club Number – this is your Club Membership Number and needs to be 4 or 5 characters. Put ZERO(S) in front of three/two numbers [dispense with letters], if that is what you have.

1st Claim Club | Use full club name (not an abbreviation, except AC for Athletic Club)

2nd Claim Club | Do not include your BMAF area club unless it is your 1st claim club

UKA Number – this is your National Registration Number if you have one (0000000 otherwise).

Seven digit NUMBER for **England** and **Welsh Athletics**.

SA followed by five digit NUMBERS [no gaps anywhere] for **Scottish Athletics**.

Three LETTERS followed by four digit NUMBER [no gaps anywhere] for **Athletics**

Northern Ireland [removing the /'s] with number and year condensed to four figures, the year to 1 or 2 if membership number is three numbers.

Affiliated Member – ONLY tick if you are a member of a Masters Area Club

Scan Passport..... – Tick if you are

- either an unaffiliated British athlete or Overseas athlete. You then need to scan or digitally photograph your passport, and e-mail it to Maurice Doogan at tfsec@bmaf.org.uk so that your date of birth is confirmed prior to a BMAF Competition

- or an affiliated athlete entering your date of birth for the first time. You then need to send the copy of your passport details to your BMAF area club membership secretary before your membership application is accepted. Similarly for corrections to the date of birth.

2. Click on the “**Submit Details**” button when ready

STEP 4: PAYING AREA CLUB MEMBERSHIP SUBSCRIPTION

1. Click on the “**Membership**” button.

If your subscription is already paid or you are exempt, the status will be shown as Active.

Details of your last payment and the next renewal date will be shown

If your subscription is due or you are now in the renewal window (often 1-2 months before the actual renewal date) you will see the standard amounts for each element of the membership fees prescribed by the area club you belong to plus the date when your renewal will be extended to by making the standard payment.

Athletes Registration System

Home Create Account Login/Logout Change Password

Member Menu

- Member Details
- Competition Entry
- Current Entries
- Membership

Using the System

New Members/Guest competitors

For instructions on how to register a new account click [here](#).

Existing Members

If you have forgotten your username or password, follow instructions on Login screen.

Do not re-register if your details should already be in the system

BMAF Area Club Number -
Enter only numbers; if in doubt and there is already a number please do not change

User Support

- Peter Kennedy
- > Pkennedy@dotchet.plus.com

Membership Status

Your current membership status can be seen below. Please be aware that recently renewed memberships can take some time to activate.

Status: Inactive

Member Category	Amount	Joining Fee	EA Fee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ordinary	18.00	.00	10.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00
Life	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Family	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Temp	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Honorary	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Long Service	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

Payment Amount: £ 18.00

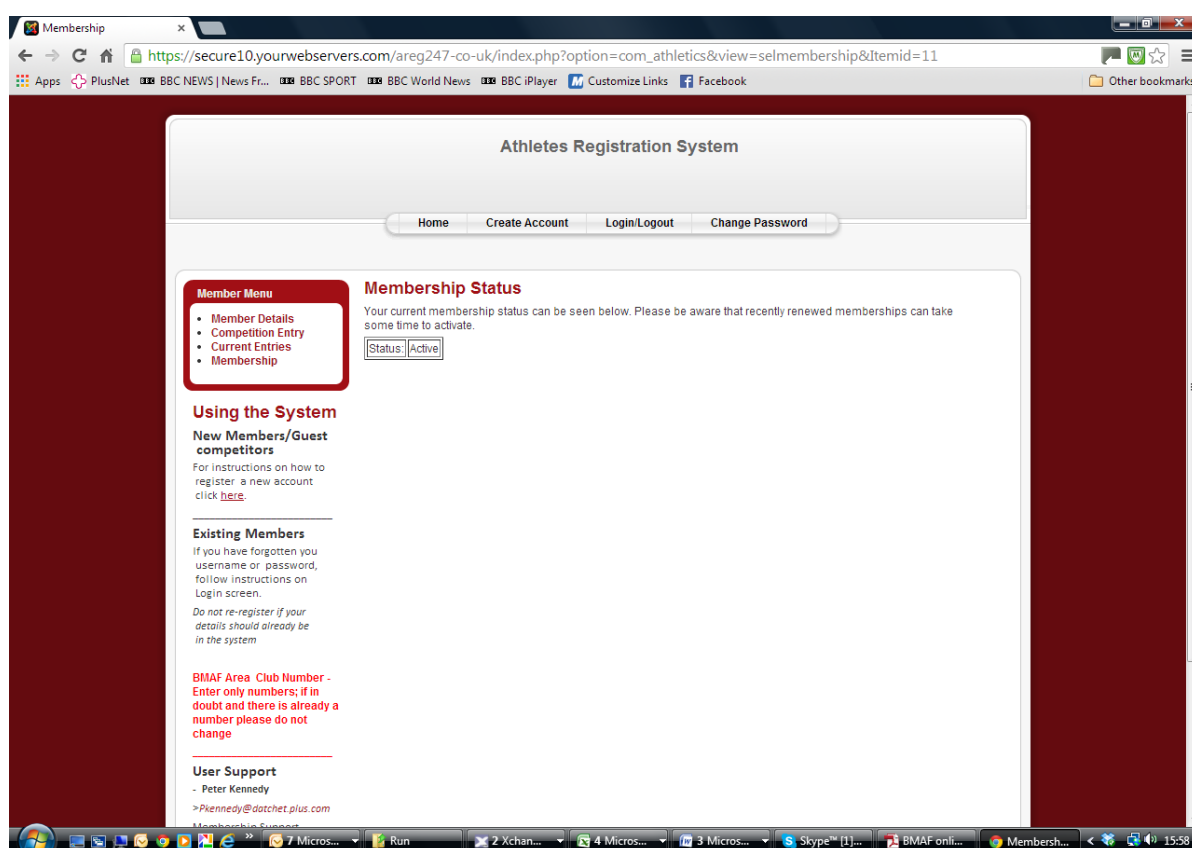
Buy Now

2. Modify the amount you wish to pay in total in accordance with the rules of your BMAF area club.

- The area club may allow you to pay for more than one year at time and if you enter the appropriate amounts the membership secretary will adjust the renewal date accordingly

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- The area club may also allow a reduced payment for the latter part of the membership year
 - Only include the UK registration fee if your BMAF club is also your first claim club
3. Click to button “Buy Now” to pay the chosen amount using a Paypal account; or a debit/credit card, via a temporary Paypal account
 4. Wait for the confirmation from the membership secretary of your area club that you have paid the correct amount and the next renewal date. Your Status will then be shown as Active.



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STEP 5: COMPETITION ENTRY

1. Select the button for the competition you wish to enter
2. Tick the box to say that you have read and accept all the terms of entry and then click on **“Choose Competition”** button.

The screenshot shows the 'Athletes Registration System' website. The main content area is titled 'Select Competition'. It contains a table of competitions with columns for Name, Start, Venue, and Closing Date. Below the table is a section for 'Terms and Conditions' with a list of rules. At the bottom, there is a checkbox for 'I have read and accepted the above terms and conditions' and a 'Choose Competition' button.

Name	Start	Venue	Closing Date
Midlands Masters Track & Field Championship	9th Jun 2013	Pingles Leisure Centre, Nuneaton	22nd May 2013
MMAC 10 Mile Championships	8th Dec 2013	Vernon Way, Blonwich, Walsall WS3 2PA	23rd Nov 2013
Colin Simpson Memorial Handicap 5 Miles	2nd Mar 2014	John Henry Newman College, North Solihull B37 5GA	22nd Feb 2014
MMAC XC Championships 2014	19th Jan 2014	Aldesley Stadium, Wolverhampton WV6 9NW	11th Jan 2014

The entry process has been simplified [athlete-proofed] by putting in hours, minutes and seconds boxes, rather than just one box. However, please remember, there are 60 seconds in a minute and 60 minutes in an hour, so as before, if you try and enter 61 seconds in the seconds box it will accept it, etc.

Also please do not try to enter an event that does not exist for your age group, the computer will not say no, but that does not make it happen. The examples beside each row of boxes, make it very clear what is required, so please take note.

You would be surprised how many people attempted some of the above.

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3. Tick the appropriate check box for the events you wish to compete in. Enter your best mark.

The screenshot shows the BMAF Athletes Registration System website. The browser address bar displays the URL: https://secure10.yourwebservers.com/areg247-co-uk/index.php?race=29&terms=1&f61756b80c8838620caa68917cd8fcd=1&option=com_athle. The page has a dark red sidebar on the left with navigation links: [Home](#), [Current Entries](#), and [Membership](#). The main content area is titled "Using the System" and includes sections for "New Members/Guest competitors", "Existing Members", "BMAF Area Club Number", "User Support", and "BMAF events". The "BMAF events" section lists various track and field events with checkboxes for selection. The "Event" table shows the following events and their best marks in the last 2 years:

Event	Best (in the last 2 years)		
	Hours	Minutes	Seconds
<input checked="" type="checkbox"/> 100m			10
<input type="checkbox"/> 200m			
<input type="checkbox"/> 400m			
<input type="checkbox"/> 800m			
<input checked="" type="checkbox"/> 1500m		4	35
<input type="checkbox"/> 5000m			
<input type="checkbox"/> 80m Hurdles			
<input type="checkbox"/> 100m Hurdles			
<input type="checkbox"/> 110m Hurdles			
<input type="checkbox"/> 300m Hurdles			
<input type="checkbox"/> 400m Hurdles			
<input type="checkbox"/> 2000m Steeplechase			
<input type="checkbox"/> 3000m Steeplechase			

The "Field" table shows the following fields and their measurements:

Field	Measurement	Format
<input checked="" type="checkbox"/> Long Jump	5.68	(m.cm Example 5.68)
<input type="checkbox"/> Triple Jump		(m.cm Example 12.25)
<input type="checkbox"/> High Jump		(m.cm Example 1.25)
<input type="checkbox"/> Pole Vault		(m.cm Example 5.25)
<input type="checkbox"/> Shot Put		(m.cm Example 15.25)
<input type="checkbox"/> Discus Throw		(m.cm Example 65.25)
<input type="checkbox"/> Hammer Throw		(m.cm Example 40.25)
<input type="checkbox"/> Javelin Throw		(m.cm Example 55.25)

The "Submit" button is located at the bottom of the form.

4. Click the "Submit" button
5. The system now gives a summary of the event System then gives you a summary of the event(s) and costs. If correct click "Buy Now" button. This will then take you through a secure PayPal payment system, simply follow the instructions

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Member Menu

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BMAF Area Club Number -
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User Support
- Peter Kennedy
> Pkennedy@datchet.plus.com
Membership Support
- click [here](#)

BMAF events
- Maurice Doogan
info@dooganconsulting.com

Confirm Your Events

Please check the details below then proceed to payment at the bottom.
Click [here](#) to cancel entry and start again.

Race Details

Date	9th June 2013 00:00
Name	Midlands Masters Track & Field Championship
Venue	Pingles Leisure Centre, Nuneaton

Member Details

Name	Mr Peter Kennedy
Date of Birth	23rd August 1951
Area Club Number	2185
UKA Number	2771062

Entry Details

Event	Time (hh:mm:ss.nn)	Distance (m.cm)	Score
Long Jump		5.68	0
100m	10.00	.00	0
1500m	04:35.00	.00	0

Order Details

Combined Events Entered	0
Other Events Entered	3
Events Price	£14
Admin Price	£0
Total Price	£14
Invoice Number	R-210-12632-562065TS

Please note your invoice number so we can assist you if there is a problem with your order.

Pay Now

Payment methods: Mastercard, Visa, Visa Debit, American Express

Please note that you do not need a PayPal account to pay as the system will accept payment from any valid Debit or Credit card

6. Click the button “Current Entries” to view the entries received to date for a particular competition.

Current Entries

[Home](#) [Create Account](#) [Login/Logout](#) [Change Password](#)

Member Menu

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Membership Support
- click [here](#)

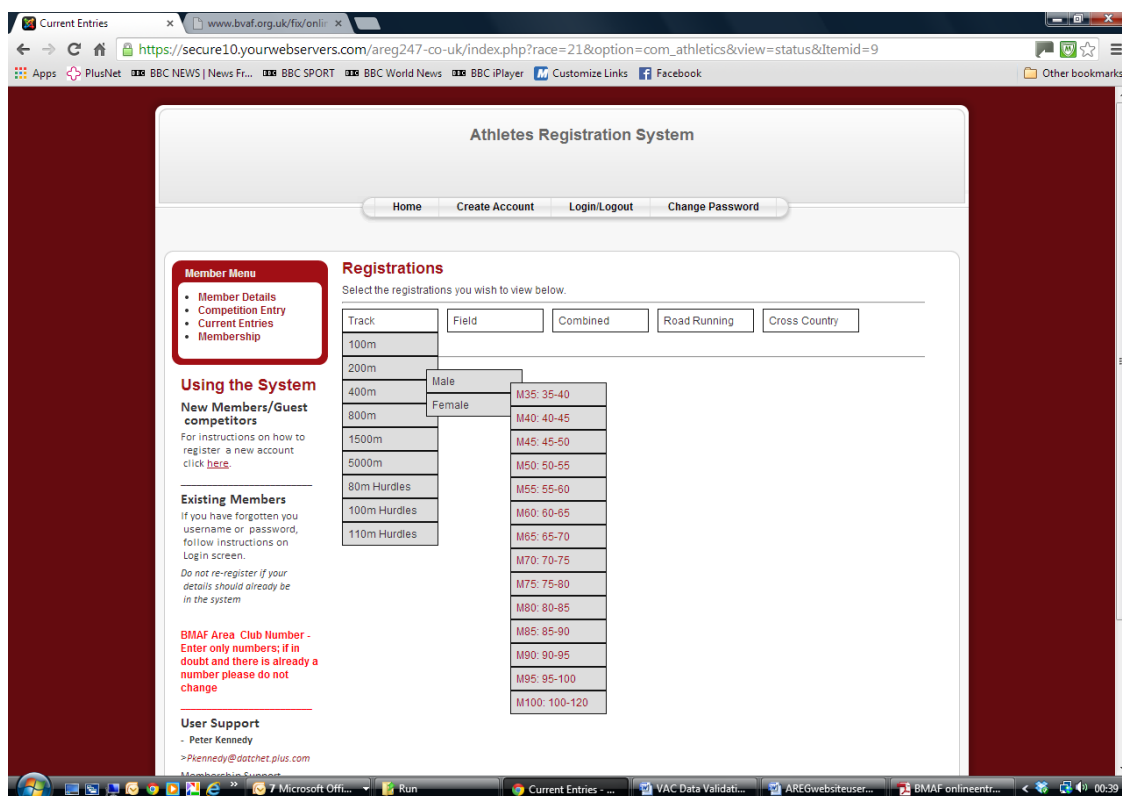
Select Competition

The competitions currently available can be seen below. Please select the competition you would like to see the registrations for.

Name	Start	Venue	Closing Date
<input type="radio"/> BMAF Track & Field	25th Jun 2011	Alexandra Stadium	12th Jun 2011
<input type="radio"/> DaveTest BMAF Open South of England Masters/EVAC/VAC Indoor Championships and Open Events	3rd Dec 2011	Harvey Hadden	2nd Dec 2011
<input type="radio"/> BMAF Open Indoor Pentathlon Championships Athletics Masters Open Meeting	5th Feb 2012	English Institute of Sport, Sheffield	22nd Jan 2012
<input type="radio"/> BMAF Open South of England Masters/EVAC/VAC Indoor Championships and Open Events	19th Feb 2012	Lee Valley Athletics Centre	5th Feb 2012
<input type="radio"/> BMAF Open Indoor Track & Field Championships and Winter Throws Championships	17th Mar 2012	Lee Valley Athletics Centre	4th Mar 2012
<input type="radio"/> British Masters Open Outdoor Pentathlon Championships	17th Jun 2012	Horspath Athletics Track, Oxford	8th Jun 2012
<input type="radio"/> British Masters Open Throws Pentathlon Championships	1st Jul 2012	Barnet Copthall Stadium, London NW4 1RL	22nd Jun 2012
<input type="radio"/> British Masters Open Track & Field Championships	21st Jul 2012	Moorways Stadium, Derby DE24 9HY	8th Jul 2012
<input type="radio"/> British Masters Open Decathlon/Heptathlon Championships - Inc the Atlantic Challenge vs USA	4th Aug 2012	Horspath Athletics Track, Oxford	27th Jul 2012
<input type="radio"/> British Masters Open 10Km Track Run & Track Walk Championships	5th Aug 2012	Horspath Athletics Track, Oxford	27th Jul 2012
<input type="radio"/> British Masters Open Indoor Pentathlon Championships	24th Feb 2013	Lee Valley Athletics Centre, Enfield N9 0AS	13th Feb 2013
<input type="radio"/> British Masters South of England Masters/EVAC/VAC Indoor Champs and Open Events	24th Feb 2013	Lee Valley Athletics Centre, Enfield N9 0AS	13th Feb 2013
<input type="radio"/> British Masters Open Indoor Track & Field and Winter Throws Championships	9th Mar 2013	Lee Valley Athletics Centre, Enfield N9 0AS	22nd Feb 2013
<input type="radio"/> VAC T&F Championships 2013	25th Aug 2013	Battersea Park, London	12th Aug 2013
<input type="radio"/> Spring Spruce	16th Mar 2013	Harvey Hadden Stadium	14th Mar 2013

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7. Select the competition to view and press the button “**View Registrations**”



8. Hover the cursor over of the types of event and list of events will appear. Then move the cursor to hover over one particular event and the choice of Male or Female will appear. Moving the cursor again on top of one of them, will reveal list of age groups. Moving the cursor once more to select one of the age groups will cause a list of the people entered for that event to be displayed.